

**PRESIDENT'S CABINET MEETING**  
**January 11, 2022**  
**MINUTES**

**CALLED TO ORDER**

9:09 a.m.

**ADJOURNED**

10:00 a.m.

**MEMBERS PRESENT**

Bob Austin, Kevin Ball; Cara Crowley; Cheryl Jones; Russell Lowery-Hart; Chris Sharp; Joe Bill Sherrod; Denese Skinner; Mark White

**MEMBERS ABSENT**

Tamara Clunis

**OTHERS PRESENT**

Becky Burton, Jeanette Nelson, Toni Van Dyke

**DISCUSSION:**

1. Budget Timeline FY23	Nelson Sharp
<p>Ms. Nelson asked Cabinet what has worked in previous budget cycles and what adjustments are needed. Cabinet members requested each budget officer receive a list of personnel who report to them and their current salaries. Additionally, they would like each budget officer to receive a list of vacant positions in their areas.</p> <p>Mr. Sharp asked Cabinet members to budget keeping in mind that state funds have been cut and enrollment is flat, causing a decrease in revenue. Additionally, there was an increase in expenses due to the 3% raises.</p> <p>Mrs. Burton reported that dual credit enrollment is flat as well.</p> <p>A few things that have helped with enrollment are:</p> <ul style="list-style-type: none"><li>• Wiping student debt for those who qualified</li><li>• Purchasing another truck for truck driving</li><li>• Students taking advantage of THRIVE</li><li>• New Athletic Program</li></ul> <p>Mr. Sherrod reported Daniel Esquivel, Dean of the Hereford Campus, is trying to find a way to create a program similar to THRIVE in Hereford.</p> <p>Mr. Sharp requested budget officers follow budget deadlines and use the worksheet provided in the budget folder in the p: drive. Budget officers need to contact Ms. Nelson regarding any budget concerns. The budget timeline and self-service will be open immediately after the timeline is approved. Notify Ms. Nelson ahead of time of any new programs opening or of any programs closing. Lastly, the rolling stock fund will be incorporated in the FY23 budget.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• Ms. Nelson will provide budget officers with a list of personnel in their division and any vacant positions, along with their salaries.</li><li>• Budget Timeline for FY23 was approved</li></ul>	

<b>2. TWC Childcare Grant Approval</b>	<b>Crowley</b>
<p>Ms. Crowley reported there is currently 2.4 billion in childcare relief funds available through the Texas Workforce Commission. Dennis Sarine will write the grant and manage all reporting. If funds are awarded to Amarillo College, they will be used to correct TWC findings and childcare tuition. The grant submission is due on February 1, 2022.</p> <p>Mr. Sharp requested that Dennis Sarine send him a report of how much money he plans on putting in the grant request.</p> <p>Cabinet approved unanimously.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Cabinet voted to move forward with applying for the TWC Childcare Grant</li> <li>• Dennis Sarine will email Mr. Sharp a report of how much money he plans on putting in the grant request.</li> </ul>	

<b>3. OTHER</b>	<b>Cabinet</b>
<p>Ms. Jones is working on the merit pay spreadsheet for all Cabinet members that shows all completed evals and the scores. The spreadsheet is divided by each Cabinet member and shows the average score per VP. Cabinet members will need to visit with their downline managers regarding the scores. Human Resources will send out communication after the top-performers are chosen. Additionally, the merit stipend will be on the February paycheck.</p> <p>There is currently \$375,000 that will be divided out by Cabinet members. The 1% merit pay will be distributed into two tiers of \$2,000 and \$1,500 that will be awarded to the top performers. The score on the evaluation does not mean the employee is a top performer since some employees scored themselves low and others scored themselves high.</p> <p>Ms. Sherrod reported that since November 1, 2021, the Foundation had received \$1,959,308. Of that money, \$409,000 was in annual appeals and \$269,000 was from Panhandle Gives. The Foundation is engaging donors that haven't donated in the last five years. Mr. Sherrod praised Katie Neigos for her work on leading the annual appeals fundraiser.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Ms. Jones will send spreadsheet before next Cabinet meeting</li> </ul>	